

Attachments & Corrections

Attaching Documentation

1. To attach supporting documentation (timesheets, expense receipts, etc.), click "Create Document" and then click on the "Misc. Info" tab. The attachment specific buttons will appear on the right side of the page.
2. Click on the icon next to the "Attachments" drop down box.
3. Click on the "Browse" button on the Attachments page. Select the file you wish to attach.
4. Click on the "Open" button.
5. Click "Continue". Your attachment will appear in the "Attachments" drop down box. Multiple attachments can be associated with a document, with the file size of EACH attachment not to exceed 2 MB. Click on the "Header" tab to return to the invoice. Click the "Submit" button.

Corrections before Submission

1. If after reviewing the invoice information you notice an inaccuracy, click "Return". This will take you back to the data capture screen to make revisions.
2. Once the information is correct, click "Submit" on the "Header" tab. The invoice has now been submitted to the Requiring Activity for inspection/ acceptance.
3. If additional invoices are to be created, choose "Return". This will take you back to the initial WAWF input screen.

Training & Information

WAWF Production Site

<https://wawf.eb.mil>

Web-Based Training Site

<http://www.wawftraining.com>

WAWF Practice Site

<https://wawftraining.eb.mil>

Navy WAWF Assistance Line

1-800-559-WAWF (9293)

Navy WAWF Quick References

<http://acquisition.navy.mil/>

navyaos/content/view/full/3521

DISA Ogden Help Desk

1-866-618-5988

cscassig@csd.disa.mil



W A W F Quick Reference

Creating a FAST PAY Invoice (FAR Clause 52.213-1)



Creating a FAST PAY Invoice (FAR clause 52.213-1)

Getting Started

1. Verify your contract contains FAR 52.213-1.
2. Go to the WAWF Production Site at <https://wawf.eb.mil>
3. Click on "Logon" and type your user ID and Password and click "Submit".
4. Click the "Vendor" link on the left side of the screen.
5. Click on the sub-link for "Create New Document".
6. Type in contract number and delivery order number (if applicable).
7. Select the CAGE Code for your company from the drop down box and click "Continue".

Note: If the contract data for the contract number you entered is not available in EDA, contact your contracting office before proceeding.

8. Enter the Pay DoDAAC, and click “Continue”.

Note: If the Pay DoDAAC begins with an “N” you cannot use WAWF for Fast Pay– you must submit a paper invoice.

9. Click on the radio button for “Invoice” and select FAST PAY from drop down menu on the right-hand side. Click “Continue”.

Select Document to Create: *

☒ Invoice

☐ Invoice as 2-in-1 (Services Only)

☐ Commercial Item Financing

Fast Pay (FAR 52.213-1)

From Receiving Report

From Archived Receiving Report

Routing Information

10. Complete the mandatory fields (designated by an asterisk) for the following roles:
- Admin DoDAAC (may default)
 - Ship -To DoDAAC
- Click “Continue”.

Note: Routing Codes are found on the face of the contract.

Header Tab

11. Type invoice number and invoice date (YYYY/MM/DD).

Note: If the Pay DoDDAC is DFAS Columbus, the shipment number has a specific format (refer to system prompt). First Line Haul Mode may also be a required field. Select applicable choice from drop down menu.

12. Click the “Line Item” tab at the top of the page. Under “Line Item Details” heading, click the icon under “Actions” to add a line item.
13. Type the line item number from the contract (e.g. 0001 or 0001AA).
14. Type the “stock part number”, and select the part type from the “Type” drop down menu.

Note: If there is not a "stock part number" type the word "NONE"

12. For the “quantity shipped”, type in the total number of items shipped.
16. Type “EA” for each, “LO” for Lots, or “S1” for semesters in the “Unit” field. For additional Units of Measure, please refer to the “Display Units of Measure Table” link on the left menu.

17. Type the unit price.

18. Complete the description for the CLIN/SLIN.
Be as descriptive as possible.

19. Click the “Save CLIN/SLIN” button. If there are additional line items to add, click the icon under “Actions” to add another CLIN/SLIN. Repeat these steps for each additional line item.

Note: To enter a charge for transportation (I260), submit the amount as CLIN: 9999, with Stock Number of: NONE, Stock Number Type of: VP, Quantity of: 1, Unit of Measure as: EA, Unit Price: with the correct amount, and Description as: Transportation.

Discounts Tab (Optional)

20. Click on the “Discounts” tab if you are offering a discount for payment earlier than the term of your contract. Complete the requested data fields, click the “Save Discount” button.

Comments Tab (Optional)

21. Click the “Comments” tab if you would like to add a comment.

Misc. Amounts Tab (Optional)

22. If your contract states miscellaneous amounts (e.g. taxes), please enter them here.

Submitting the Invoice

23. Click the “Header” tab to return to the data capture screen.
24. Click “Create Document” and review the invoice and attach any documentation (see instructions on the back) or make corrections prior to “Submitting” the invoice.
25. When everything is correct, click “Submit”. You will receive confirmation screen saying submission was successful. If you would like to send additional email notifications, click the ‘Send additional email notifications’ hyperlink and enter in appropriate email addresses.